

## **Supplemental Invoice**

The following checklist will assist to process your invoice expeditiously:

- **Supplemental invoice** once all four quarterly invoices for the fiscal year have been submitted a supplemental invoice can be generated using the appropriate budget-invoice template and:
  - Includes the correct:
    - grantee's name exactly as shown on agreement
    - grant number
    - fiscal year
    - Invoice number indicates Supplemental
  - Is printed on grantee's letterhead
  - Is signed by authorized personnel using blue ink
  - Includes the printed name and title of the authorized personnel
  - Itemizes allowable actual expenditures for the fiscal year that were not previously included on the four quarterly invoices
    - Additional supporting documentation is required if the invoice includes expenditures for:
      - Equipment – Contractor Equipment Purchased with CDHS Funds (form HAS 1203) must accompany the invoice, if applicable. See instructions on page 2 of the HAS 1203.
      - Subcontractor – if the budget for a subcontract is \$5,000 and above, expenditures cannot be reimbursed until a subcontract package has been submitted and approved. The subcontract package includes: subcontract agreement form, proposed work plan, budget, and detailed budget justification.
  - Has no negative budget balances in any of the major expense categories (budget line items). If your invoice shows a negative, please contact your Contract Manager prior to submitting for assistance.
  - Is submitting an original invoice and the appropriate number of copies in accordance with your grant, at the end of the fiscal year according to the payment schedule in the grant agreement.

Upon submission of a payable invoice, allow forty-five (45) to sixty (60) days until a check/warrant is fully processed through the Department and the State Controller's Office.

If you have any questions in regards to invoices or budgets, please contact your contract manager.